

RECOMMENDATIONS ON DUTIES AND ROLE OF THE
EXECUTIVE LIAISON OF THE COMMISSION FOR CHILDREN AND FAMILIES (CCF)

1. Attend CCF meetings and review meeting minutes prepared by Executive Office (EO) staff for accuracy.
2. Attend all CCF Committee and Workgroup meetings.
3. Take notes on Committee and Workgroup meetings and summarize commitments made at the end of the meetings, including the responsible party and the targeted dates for completion or further action.
4. Provide follow up from Committee and Workgroup meetings by sending email reminders to all attendees outlining commitments, responsible parties and targeted dates for completion or further action.
5. Monitor completion of the targeted actions by the indicated timeframe.
6. Interface with EO staff regarding monthly calendars showing CCF meetings, Committee meetings, Workgroup meetings and other scheduled meetings attended by CCF Commissioners.
7. Prepare correspondence to the Board of Supervisors (Board), Department Heads, et al, when indicated.
8. Research law and regulations as well as previous correspondence to and from the CCF, when necessary.
9. Initiate and maintain data files on financial reports and statistics that the CCF gathers during the course of their inquiries, e.g., Mental Health Services Act fiscal schedules, child fatality statistics, Department of Children and Family Services Emergency Responses over 30 days, etc.
10. Attend CCF cabinet meetings and prepare action plans for matters agreed upon, e.g., CCF agendas, strategy agreements, CCF holiday luncheon, CCF Annual Retreat, etc.
11. Liaise with County Departments in terms of getting speakers for CCF agendas, arranging meetings, etc.
12. Represent CCF at meetings and conferences when a Commissioner cannot attend and follow up with a written report on key points and any commitments made by County Departments/Stakeholders.
13. Attend cluster meetings and report on any areas affecting children and families.
14. Record ongoing accomplishments and initiatives made by the CCF over the course of the current fiscal year and prepare draft of Annual Report at year's end for Commission review.